



## Culpeper County BUILDING PERMIT APPLICATION

**Applicant must submit County or Town Zoning Permit with this application.**

**Application should reflect actual work being performed.**

**Application must be filled out completely - if not, it will be returned.**

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

Email Address: \_\_\_\_\_  
Optional

**Site Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

Email Address: \_\_\_\_\_  
Optional

Health Permit No.: \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_ Special Conditions: \_\_\_\_\_

► Type of water supply: ☐ Public ☐ Private (well) ☐ Community Well

► Type of sewage disposal: ☐ Public ☐ Private (septic tank)

► Power Company: ☐ Dominion Power ☐ Rappahannock Electric ☐ Town of Culpeper

► Size of Service \_\_\_\_\_ Amps \_\_\_\_\_ Access Code \_\_\_\_\_

**IMPORTANT: It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to be responsible to schedule all necessary inspections and a final inspection will be necessary to close this permit.**

► Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

► Owner/Agent - Print Name \_\_\_\_\_

### CODE USED

- ☐ 2003 IBC (International Building Code - Commercial)
- ☐ 2003 International Residential Code
- ☐ 2003 IPC (International Plumbing Code)
- ☐ 2003 IMC (International Mechanical Code)
- ☐ 2002 NEC (National Electrical Code)

### COMMERCIAL SUBMISSION ONLY

Architect Or Engineer Information

☐ Yes ☐ No

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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► **SCOPE OF WORK**

- ☐ New Building   ☐ Single Family Dwelling   ☐ Townhouse   ☐ Duplex   ☐ Apt/Condo  
☐ Industrialized (Modular) Home   ☐ Manufactured (Single/Doublewide) Home

**(FOR INDUSTRIALIZED & MANUFACTURED HOMES--By law, there must be a minimum 3' x 3' landing at the door or not less than the width of the door being served. Drawing for this landing must accompany the plans for Industrialized and Manufactured homes. The application must list the size of the landing on page 3.)**  
**Our Deck Package is acceptable for a free standing deck.**

- ☐ Addition   ☐ Alteration/Remodel   ☐ Repair/Replacement   ☐ Demolition   ☐ Moving  
☐ Other \_\_\_\_\_
- 

**Estimated Value of Completed Work**      \$ \_\_\_\_\_

**Estimated Time of Construction**      \_\_\_\_\_

**Maximum Occupant Load (Commercial)**      \_\_\_\_\_

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► **USE GROUP**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Assembly (A- )   | <input type="checkbox"/> Business (B- )        | <input type="checkbox"/> Educational (E- )   |
| <input type="checkbox"/> Factory (F- )    | <input type="checkbox"/> High Hazard (H- )     | <input type="checkbox"/> Institutional (I- ) |
| <input type="checkbox"/> Mercantile (M- ) | <input type="checkbox"/> Residential (R- )     | <input type="checkbox"/> Storage (S- )       |
| <input type="checkbox"/> Utility          | <input type="checkbox"/> Other - specify _____ |  |
- 

► **TYPE OF CONSTRUCTION**

1A \_\_\_\_\_ 1B \_\_\_\_\_ 2A \_\_\_\_\_ 2B \_\_\_\_\_ 3A \_\_\_\_\_ 3B \_\_\_\_\_ 4 \_\_\_\_\_ 5A \_\_\_\_\_ 5B \_\_\_\_\_

Building Height _____	Building Area _____
Number of Stories _____	Number Dwelling Units _____
Fire Rating in Hours _____	Floor Live Load _____
Sprinkler System <input type="checkbox"/> YES <input type="checkbox"/> NO	Alarm System _____
Manufactured Trusses <input type="checkbox"/> YES <input type="checkbox"/> NO	Roof Live Load _____
Slab _____	Crawl Space _____
	Basement _____

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► **TYPE OF FOUNDATION**

- ☐ Masonry   ☐ Formed Cement   ☐ Pre-cast Concrete  
☐ Pressure Treated Wood   ☐ Other - Specify \_\_\_\_\_
- 

► **TYPE OF WALL CONSTRUCTION**

- ☐ Wood Frame   ☐ Masonry Bearing   ☐ Structural Steel  
☐ Reinforced Concrete   ☐ Other - Specify \_\_\_\_\_
- 

► **TYPE OF SIDING**

- ☐ Brick   ☐ Wood   ☐ Vinyl   ☐ Aluminum   ☐ Stone   ☐ Other \_\_\_\_\_
- 

► **TYPE OF HEATING**

- ☐ Gas   ☐ Oil   ☐ Electric Baseboard   ☐ Electric Furnace   ☐ Heat Pump   ☐ Other \_\_\_\_\_
- 

► **TYPE OF MECHANICAL**

- ☐ Air Conditioning   ☐ Elevator   ☐ Gas Line   ☐ Other \_\_\_\_\_
-



**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING**

**OWNER (Acting as Contractor) - AFFIDAVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I am the owner of a certain tract or parcel of land located at \_\_\_\_\_ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

*I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.*

I affirm that I understand that a contractor must be licensed as a Class C contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a Class B contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a Class A contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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Signature of Owner (if owner)

Print Name

Date

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING**

**CONTRACTOR – AFFADVIT**

I \_\_\_\_\_ of (address) \_\_\_\_\_ affirm that I have entered into a contract with (name and address of owner) \_\_\_\_\_ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) \_\_\_\_\_.

***I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.***

I affirm that I understand that a contractor must be licensed as follows (please indicate your class):

- ☐ Class C contractor for any job of \$1,000 or more, but less than \$7,500;
- ☐ Class B contractor for any job of \$7,500 or more but less than \$120,000; and
- ☐ Class A contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Contractor/Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS PAGE IS FOR RESIDENTIAL USE ONLY**

**This page is required only if you will be paying for Trade/Sub-Contractor permits.**  
COMMERICAL SUBCONTRACTORS will need to submit plans and complete separate permit applications for electrical, plumbing  
and mechanical work.

**ELECTRICAL PERMIT – NEC 2002 EDITION**

Name of Contractor \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
City State Zip \_\_\_\_\_ Fax: \_\_\_\_\_  
State Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Tradesman Certification No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
**Estimated Value of Work: \$** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Print:** \_\_\_\_\_

**MECHANICAL PERMIT – IMC 2003 EDITION**

Name of Contractor \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
City State Zip \_\_\_\_\_ Fax: \_\_\_\_\_  
State Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Tradesman Certification No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
**Estimated Value of Work: \$** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
Inside Gas Lines: \_\_\_\_\_ Outside Gas Lines: \_\_\_\_\_ **Print:** \_\_\_\_\_

**PLUMBING PERMIT – IPC 2003 EDITION**

Name of Contractor \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
City State Zip \_\_\_\_\_ Fax: \_\_\_\_\_  
State Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Tradesman Certification No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
**Estimated Value of Work: \$** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
Inside Gas Lines: \_\_\_\_\_ Outside Gas Lines: \_\_\_\_\_ **Print:** \_\_\_\_\_

**PERMIT INFORMATION FOR DOUBLE OR SINGLE WIDE MOBILE HOMES**

**MOBILE HOME**

Use Permit No \_\_\_\_\_

Name of Mobile Home Park \_\_\_\_\_

Make/Model \_\_\_\_\_ Single Wide \_\_\_\_\_ Double Wide \_\_\_\_\_

Date of Manufacture \_\_\_\_\_ Value \$ \_\_\_\_\_

Sq Ft \_\_\_\_\_

Tie Down \_\_\_\_\_

\* Fees \_\_\_\_\_

1.75% Levy \_\_\_\_\_

Zoning \_\_\_\_\_

Total \_\_\_\_\_

**Note: Electrical, Plumbing and Mechanical permits are sold separately**

**\*\* FEES FROM PAGE 3 OF APPLICATION**